



## BUILDING DIVISION POLICY

### Procedure for Foundation Only Permit

Complete sets of plans and calculations for the entire building shall be submitted to the Building Division for review prior to the commencement of the Foundation Only process. The following additional items are required when a foundation only permit is requested. (The request for foundation only permit will be considered on a case by case basis)

1. A statement of scope of work on the cover sheet of the plans, clearly specifying the limits of foundation only construction. (i.e., if structural slabs and walls for a subterranean garage are to be included, it shall clearly be stated on the drawings)
2. Complete foundation drawings including all relevant details related to the items as specified in the scope of work. **All applicable loads (vertical and lateral, including overturning) shall be specified on the drawings for each element of the foundation (i.e. at each spread footing, wall, holdown anchor, etc.).** The foundation plan check will be performed for the specified loads.
3. Accompanying calculations for the design of each element of the foundation.
4. A site Plan and floor plans for the levels associated with the foundation only construction, with a note identifying them as "for reference only". (other sheets of the drawings should be excluded from the set or shall clearly be denoted as omitted or for reference only)
5. A completed "Request for Foundation Only Permit" form (attached)
6. The following clearances and /or permits are required prior to the issuance of the foundation only permit:

(Plan check engineer to mark which boxes are applicable)

- ☐ Planning Department clearance.
- ☐ Public Work Department grading and development clearance or an acknowledgement/memo indicating approval.
- ☐ Site and underground utilities (plumbing and/or electrical) permit.
- ☐ Completed special inspection form.
- ☐ Fire Department acknowledgement /memo to release the foundation only permit.
- ☐ Letter from the soil engineer indicating his review and approval of the foundation design.

Plan Check No.: \_\_\_\_\_



**CITY OF SAN JOSE**, 200 East Santa Clara St., San Jose, CA 95113-1905

## **BUILDING DIVISION POLICY**

### **Request for Foundation Only Permit**

It is requested that a building permit be issued at this time, authorizing construction of foundations for the proposed building to be located at:

\_\_\_\_\_  
\_\_\_\_\_

Plans for this building are on file in the Building Division under plan check No: \_\_\_\_\_

If the requested building permit is issued, it is understood and acknowledged that:

1. The plans for the entire building have not, at this time, been reviewed or approved for compliance with applicable State and City of San Jose laws. No work will be performed under this permit other than described in the scope of work statement on the cover sheet of the drawings.
2. If, as a result of the plan check for the remainder of the building, it is subsequently determined that the foundation elements permitted are not adequate for resisting the actual applied loads, I/we shall assume full responsibility and all risk of loss which may result due to any required changes. I/we agree that the building shall conform to the approved final plans as amended, without regard to the stage of construction.
3. I/we am/are proceeding at my/our own risk without assurance by the City that a permit for the entire building will be granted.

OWNER                      Name: \_\_\_\_\_  
                                    Company \_\_\_\_\_  
                                    Address \_\_\_\_\_  
                                    \_\_\_\_\_  
                                    Signature \_\_\_\_\_

We, the responsible architect/engineer and contractor, are aware of the construction proceeding under the conditions above.

Architect/Engineer      Name \_\_\_\_\_  
                                    Company \_\_\_\_\_  
                                    Address \_\_\_\_\_  
                                    \_\_\_\_\_  
                                    Signature \_\_\_\_\_

Contractor                      Name \_\_\_\_\_  
                                    Company \_\_\_\_\_  
                                    Address \_\_\_\_\_  
                                    \_\_\_\_\_  
                                    Signature \_\_\_\_\_

Date: \_\_\_\_\_